

Bylaws

of the

**Butler-Lawrence-Mercer
Reading Council
(BLM RC)**

of the

International Reading Association



Adopted Date: 4/23/2013 upon creation of the Butler-Lawrence-Mercer Reading Council (BLM RC).

ARTICLE I – NAME

Section 1

Nature

The council shall be called the Butler-Lawrence-Mercer Reading Council (BLM RC) serving the counties of Lawrence, Mercer, and Butler, Pennsylvania, hereinafter sometimes referred to as “the Council.”

ARTICLE II - PURPOSES

Section 1

Purposes

The purpose of the council shall be:

1. The Butler-Lawrence-Mercer Reading Council (BLM RC) shall be a professional organization of individuals who are concerned with the improvement of reading programs for children and adults, and with the application of reading skills in all phases of life;
2. To encourage the study of reading instruction and problems at all educational levels for the goal of reading improvement;
3. To provide programs for the professional growth of its general membership and other interested individuals in reading and related topics;
4. To promote mutual understanding and cooperation among educators in the elementary grades, junior high, high school, special areas, college, and leadership positions;
5. To disseminate information related to reading and literacy;
6. To form a partnership with the International Reading Association by promoting membership and participation in IRA sponsored council events;
7. To stimulate and promote research in developmental, creative, corrective, and remedial reading;
8. To sponsor conferences and meetings;
9. To act as a clearinghouse for information relating to reading;
10. To assist in the development of improved teacher-training programs;
11. To publish the results of pertinent and significant investigations and practices;
12. To study the various factors that influence progress in reading;
13. To promote the formation of lifetime habits of literacy.

ARTICLE III - MEMBERSHIP AND DUES

Section 1

Eligibility

Membership in the council will be open to all persons engaged in the teaching or supervision of reading at any school level, to parents, and to all others interested in the purposes of the council.

Section 2

Active Member

Membership in the Council and the Keystone State Reading Association (KSRA) shall become effective upon payment of dues on the date received by the executive secretary of KSRA.

Section 3

Council Dues

Dues are payable annually to KSRA for each year on a rotating basis and shall become effective upon filing an application with the KSRA Executive Secretary with a payment determined by the Board of KSRA Directors. A portion of the dues paid to KSRA are returned to the local Council to support literacy initiatives.

Section 4

Any member who has not paid local dues three months after expiration date will Arrears becomes inactive. A member whose dues are delinquent should be notified immediately before his name is eliminated from the membership roster. Membership officer will present the delinquent list to the council.

Section 5

International Dues

Membership in the International Reading Association (IRA) shall be strongly recommended for members, but required by all officers. Dues to the IRA may be paid directly to IRA headquarters.

Section 6
Advertising and
Personal Benefit

The name of the Council shall not be used by individual members for purposes of advertising or personal benefit. Violations shall be reported to the Board of Directors with authorization to study them and act upon them.

ARTICLE IV – OFFICERS

Section 1
Officers

The elected officers of the council shall be a president, a vice-president, a past-president, a treasurer, and a secretary, and two at-large council members. Any member of good standing, who is also a member of the IRA, is eligible to election as an officer of the council.

Section 2
Term of Office

The term of President shall be two years. The term of treasurer, secretary, members shall be for two years; Officers of the Council may succeed themselves in office. One at-large member will be elected each year.

Section 3
Time of Assuming
Office

Each officer shall assume the duties of his office July 1 following the election at the final meeting and shall continue to serve for the duration of his/her term. A re-organizing meeting of the Board of Directors shall be scheduled by the incoming President.

Section 4
Duties of President

The President shall act as the executive officer of the council. He/She shall preside at all meetings of the council; shall act ex-officio as chair of the Executive Board; and shall exercise general leadership and supervision over the affairs of the council in implementing its purposes. The President shall countersign all contracts and other instruments of the Council except checks, exercise general leadership and supervision over the affairs of the Council implementing its purposes, execute such additional duties as are defined by the Board of Directors of KSRA, and attend all KSRA Board of Directors meetings.

Section 5
Expiration of
President's
Term of Office

At the expiration of his/her term in office, the president shall automatically become the Past-President for a period of two years. The past-president shall serve as a member of the Executive Board.

Section 6
Duties of
Vice-President

Should the office of President become vacant; the Vice-President shall take over as President immediately and shall serve the unexpired portion of the president's term. If the President and the Vice-President are incapacitated or resign, the Secretary shall serve as acting President until such time as a special or next regular election can be held.

The Vice-President shall serve as a member of the Executive Board and as a chairperson of the Program Committee, and shall fulfill each other duty assigned to him/her by the Executive Board or the Council. He/she shall perform the duties of the President in the event of the absence, incapacity or resignation of the President. Should the office of the President become vacant, the Vice-President shall become President immediately and shall serve the unexpired portion of the President's term. If for any reason, the Vice-President is unable to assume the duties of the President immediately, the Executive Board shall by majority vote select a President pro-tem for the remainder of the President's term in office. In the event of a vacancy in the office of the Vice President, the Executive Board shall have the power to fill this vacancy until the next regular election.

Section 7
Duties of the
Past-President

The Past-President shall serve as a member of the Executive Board.

- Section 8**
Duties of Treasurer
- The Treasurer shall collect any monies of the Council and shall have the custody of the funds of the Council. He/she shall sign all checks on behalf of the Council in accordance with the directions of the Executive Board and the Council. An annual audit will be done by a committee selected from the membership. The funds of the Council shall be deposited in the name of Butler-Lawrence-Mercer- Reading Council of the International Reading Association (BLM RC).
- Section 9**
Duties of the Secretary
- The secretary shall have charge of taking minutes of meetings, keep all records of the Council, and have charge of all correspondence of the Council.
- Section 10**
Duties of the At-Large Board Members
- The At-large Board Members shall serve as advisors to the Council and as members of the Executive Board.
- Section 11**
Interim Replacement
- In the event of a vacancy in the office of treasurer or secretary, the Board of Directors shall have the power to fill the vacancy until the next regular election.

ARTICLE V – EXECUTIVE BOARD

- Section 1**
Function
- The Executive Board shall exercise general supervision over the property and affairs of the council. It shall have the general power to administer the affairs of the council between general business meetings and shall report its actions to the next general meeting.
- Section 2**
Composition
- The Executive Board (also known as the Executive Committee) shall consist of all current officers. The President of the council shall be the Executive Officer of the Executive Board.
- Section 3**
Meetings
- The first Executive Board meeting shall be held sometime after the re-organization meeting but not later than July 15. Also, the yearly calendar shall be established with the Program Committee. The Executive Board shall be empowered to hold such meetings, on the call of the President, as shall be deemed necessary, and at such times and places as the President may determine.
- Section 4**
Quorum
- A quorum for meeting of the Executive Board shall consist of at least three (3) voting members.

ARTICLE VI – ASSEMBLY

- Section 1**
Composition
- The Assembly shall consist of the Executive Board and all other members of the council.
- Section 2**
Function
- The Assembly shall be the legislative body of the Butler-Lawrence-Mercer Reading Council (BLM RC) and shall have full power and authority over the affairs of the council within the limits set by these by-laws. It shall have authority to review decisions made by the Executive Board and accept or reject them.
- Section 3**
Quorum
- A quorum shall consist of a majority of those present and eligible to vote in the assembly.
- Section 4**
- The Assembly of the Butler-Lawrence-Mercer Reading Council (BLM RC) shall Meetings meet at least three times a year.

Section 5 Notification of Meetings	The secretary shall notify all members as to date, time, and place of meetings. The place of the Council meetings and the time of the call to order shall be decided by the Executive Board.
Section 6 Amendments	The Assembly of the Butler-Lawrence-Mercer Reading Council (BLM RC) shall have the power to amend these by-laws as provided in Article XII.

ARTICLE VII – ELECTIONS

Section 1 Elections	All Officers, except the Past-President shall be elected in the spring at the end of the position's term at the last meeting of the year.
Section 2 Nominating Committee	The nominating committee shall place the names of the officers in nomination at least one month prior to the last meeting. Nominations may be made from the floor.
Section 3 Voting	Voting shall be by ballot.
Section 4 Eligibility	Only members in good standing of the International Reading Association (IRA) shall hold office.
Section 5 Reporting	The President is responsible for reporting newly elected officers to IRA headquarters and to the KSRA IRA coordinator using the official forms necessary.
Section 6 Term of Office	The term of office for each elected member shall begin on July 1, following the final meeting of the Assembly. The basic IRA annual dues of each officer may be paid by the council at the discretion of the Executive Board.

ARTICLE VIII – COMMITTEES

Section 1 Publicity Committee	The Publicity Committee shall publicize and disseminate all council activities through television, radio, newspapers, e-mail or other electronic communication tools through the local media.
Section 2 Membership Committee	The Membership Committee shall: 1) plan comprehensive membership campaigns that encompass the local, state /provincial, and international levels and to plan to secure new members and retain present members; 2) collect dues and turn all monies over to the treasurer; 3) keep an accurate record of current total membership in the council.
Section 3 Program Committee	The Program Committee shall be responsible for the program at all general meetings, except the President shall be responsible for planning all business meetings. The plans shall be approved by the Board of Directors. The President-Elect shall be the chairperson of this committee. Program Committee will administer literacy awareness and literacy projects in the area served by the council.
Section 4 Nominating Committee	The Nominating Committee shall be composed of at least two members appointed by the president and approved by the Executive Board. The Nominating Committee shall prepare a slate of nominees annually. Advanced consent shall be secured by the Nominating Committee from each candidate. Each nominee, if elected, must become a member of the IRA. One half (1/2) of the basic IRA annual dues of each officer may be paid by the council at the discretion of the board of Directors.

Section 5 Auditing Committee	The Auditing Committee shall make an annual audit and report at the first meeting of the next fiscal year.
Section 6 By-laws Committee	The By-laws Committee shall annually review the by-laws of this council to determine if they are meeting the current needs as well as foreseeable future needs. This committee shall recommend changes in the by-laws to the Board of Directors.
Section 7 Governmental Relations Committee	Governmental Relations Committee will explore the issues to be considered by council, making recommendations and prepare and implement plans.
Section 8 Number of Committees	The number of Standing Committees may be increased or decreased upon approval by the Executive Board. Standing
Section 9 Mode of Appointment And Terms	The members of the Standing Committees shall be appointed by the President with the approval of the Executive Board at the first fall meeting and shall serve for the term of the President unless otherwise specified in the charge of the committee.
Section 10 Chairpersons	The chairpersons of each standing committee shall be appointed yearly by the President with the approval of the Executive Board, except as specified in Article IV, Section 6, the chairperson of the Program Committee.

ARTICLE IX

Representation of the Butler-Lawrence-Mercer Reading Council (BLM RC) at the Assembly of the International Reading Association

Section 1	The representation shall be in accordance with that specified by the by-laws of the International Reading Association in Article VI, Section 1, which reads in part as follows: "Each local council of 10-50 members who have paid current dues to the (International Reading) Association shall be entitled to one delegate and an additional delegate for each 50 additional members who have paid current dues to the Association. One person may represent only one council in the Assembly. A council may send an alternate for each delegate; an alternate may vote only when the delegate is absent."
Section 2 Order of Representation In Butler- Lawrence- Mercer Reading Council (BLM RC)	Following the year 1965, the Butler-Lawrence-Mercer Reading Council (BLM RC) may send one (1) representative to the annual national assembly of the International Reading Association. The order of presentation shall be: First – President, Second – President-Elect, Third – Secretary, Fourth – to be chosen by the Executive Board.
Section 3 Representative Annual State Assembly	The representative shall be in accordance with that specified by the by-laws of the Intermediate (State) Council (KSRA).

ARTICLE X – PARLIMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order*, Revised, shall govern the proceedings of this council, except in such cases as are governed by the constitution and by-laws and special rules adopted by the council.

ARTICLE XI – DISSOLUTION

In case of dissolution of this council, any assets remaining after paying or making provision for payment of all liabilities of the council will revert to IRA. Assets remaining will be held by the IRA in escrow for a period of three years following the dissolution. If the charter is rechartered within this time, the assets will be returned.

ARTICLE XII – AMENDMENT

Section 1

Origin

Amendments to the by-laws shall be proposed by: 1) a quorum of the Executive Board; 2) the By-laws Committee; 3) by a majority of the voting members present at a regular business meeting of the council. All proposed amendments shall be sent to the council coordinator at IRA Headquarters for approval before presenting them to the members for adoption.

Section 2

Procedure for Amending

Amendments may be adopted by the affirmative vote of two-thirds of the voting members present of the council at a regular meeting of the council, after presentation at the previous meeting, and/or, provided that the proposed amendment has been circulated to each voting member at least thirty (30) days in advance of the meeting of the council.

Section 3

Incorporation

Amendments adopted as described in Section 2 shall be incorporated into these by-laws. Copies of all amendments shall immediately be sent to the council coordinator at IRA Headquarters and to the state/provincial president and coordinator.